



**Environmental Management System Procedure**  
**for**  
**Defining Roles, Responsibility and Authority**  
**at the**  
**U.S. Army Garrison (USAG) Baumholder**

**29 March 2006**

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<h2 style="text-align: center;">Environmental Management System Documentation of the U.S. Army Garrison (USAG) Baumholder</h2>			
<b>Document Title:</b> Environmental Management System Procedure for Defining Roles, Responsibility and Authority at the U.S. Army Garrison (USAG) Baumholder			
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<b>Approved by:</b>  <div style="text-align: center;">           _____            JAMES E. LARSEN            LTC, AV            Commanding         </div>		<b>Date:</b>  <div style="text-align: center;">           _____         </div>	
<b>References:</b> a. Executive Order 13148, <i>Greening the Government through Environmental Leadership</i> . b. ISO 14001: 2004, <i>Environmental Management Systems – Specification with Guidance for Use</i> . c. EMS-Procedure #EMS_PBH_09 – <i>Document Control</i> d. U.S. Department of Defense, 2002, <i>Environmental Final Governing Standards</i>			

### 1.1. PURPOSE

The purpose of this procedure is to provide the roles, responsibility and authority for the implementation and continuous actions necessary for maintaining the Garrison Environmental Management System (EMS).

### 1.2. APPLICABILITY

This procedure applies to all personnel within the Garrison, to include tenant organizations, whose processes/activities, products and/or services may have an impact on the environment. Additional roles, responsibilities and authorities may be further defined in other procedures required by the Garrison's EMS.

### 1.3. DEFINITIONS

**Cross Functional Team (CFT)** — A group of individuals from across the Garrison, appointed either by the Garrison Commander or senior leadership, who will coordinate the support necessary for EMS implementation and are responsible for implementing the EMS Garrison-wide.

**Document Control Officer** — An individual appointed by the EMS Management Representative to ensure the proper documents are created, stored and maintained in accordance with the Garrison's EMS procedures.

**EMS Management Representative (EMSMR)** — An individual appointed by the Garrison Commander who, irrespective of other duties, is responsible for the operation of the Garrison's EMS and chairs the Garrison's CFT.

**Environmental Quality Control Committee (EQCC)** — A group of individuals that coordinates the activities of the environmental programs covered in AR 200-1. The EQCC advises the command on environmental priorities, policies, strategies, and programs. EQCC members represent the operational, engineering, planning, resource management, legal, medical, and safety interests of the command, including military installation tenant activities. Establishment of EQCC is required by AR 200-1.

**Internal EMS Auditor** — An individual appointed by the EMSMR who conducts an audit of specific activities to determine whether they are in conformance with the Garrison's EMS. The auditor should be objective, impartial, and free from responsibility of the activities being audited.

**Media Manager** — An individual who manages and provides overall oversight to one or more media areas listed in Appendix A. Media managers are not restricted to the Environmental Management Office.

**Quality Assurance (QA) Representative** — An individual who independently verifies that the corrective and/or preventive action was completed. The QA Representative may be one of the following: DPW Environmental Management Office staff; a DPW internal auditor; the EMSMR; or a qualified person designated by the EMSMR.

## **2. PROCEDURE**

### **2.1. ROLES, RESPONSIBILITIES AND AUTHORITIES**

The Garrison has identified the following positions within the Garrison to have specific roles, responsibilities and authorities in implementing and maintaining the Garrison's EMS. The positions are listed in descending order of authority with regard to the Garrison's EMS.

#### **2.1.1. Garrison Commander**

The Garrison Commander will:

- Have the overall responsibility for the Garrison's Environmental Management System.
- Chair the Garrison's Environmental Quality Control Committee (EQCC).
- Designate an Environmental Management System Management Representative (EMSMR) for the Garrison.
- Appoint members of the community to the Garrison's Cross Functional Team (CFT).
- Provide the necessary resources, to include personnel, organizational infrastructure, technology and financial, to ensure the Garrison's EMS is properly implemented and maintained.

#### **2.1.2. Unit/Tenant Unit Commanders and Activity Directors**

The unit/tenant unit commanders and activity directors will:

- Regularly attend EQCC meetings.
- Instruct personnel under their command to follow the Garrison's EMS and incorporate it into the day-to-day functions of the organization.
- Ensure contractors are aware of their roles and responsibilities in EMS and comply with it.
- Meet with the Garrison's EMSMR as needed to facilitate implementation and maintaining the Garrison's EMS, to include resolving non-conformities with the Garrison's EMS.
- Appoint a member of the organization to the Garrison's CFT, if required, to implement and maintain the Garrison's EMS.
- Provide the necessary resources, as may be required, to properly implement and maintain the Garrison's EMS.

### **2.1.3. EQCC Members**

EQCC Members will:

- Regularly attend EQCC meetings.
- Participate in the 'Management Review' required by the International Organization for Standardization (ISO) standard 14001, Environmental Management Systems – Requirements with Guidance for Use, 15 Nov 2004.
- Aid in the dissemination of EMS-related information throughout their respective organization.

### **2.1.4. EMS Management Representative (EMSMR)**

The EMSMR will:

- Represent the Garrison Commander in the establishment, implementation and maintaining of the Garrison's EMS in accordance with the ISO 14001 standard.
- Chair the CFT.
- Delegate tasks and establish deadlines.
- Arrange training, guidance and assistance to the CFT.
- Appoint Quality Assurance Representatives.
- Appoint Internal EMS Auditors.
- Appoint a Document Control Officer.
- Report to the Garrison Commander and EQCC the performance of the Garrison's EMS for their review, including recommendations for improvement.

### **2.1.5. Cross Functional Team (CFT) Members**

CFT Members will:

- Gather, organize and disseminate EMS-related information.
- Delegate EMS tasks and general responsibilities.
- Develop EMS procedures.
- Advise, coordinate and facilitate EMS implementation.
- Represent all functional areas of the Garrison regardless of actual CFT representation.
- Manage the reactions to the changes resulting from EMS implementation.

#### **2.1.6. Quality Assurance Representative**

The Quality Assurance Representative will:

- Evaluate whether corrective actions or preventive actions for identified EMS non-conformities have been correctly implemented.
- Provide feedback to the EMSMR and CFT on whether the corrective actions or preventive actions were completed as scheduled and effective for eliminating the non-conformity.

#### **2.1.7. Internal EMS Auditors**

Internal EMS Auditors will:

- Conduct impartial and objective audits of the Garrison's EMS to ensure it is implemented and maintained in accordance with the ISO 14001 standard.
- Report findings and recommendations for corrective actions and/or preventive actions to the EMSMR and the CFT.

#### **2.1.8. Chief, Environmental Management Office (EMO)**

The Chief, EMO will:

- Serve as the Garrison's adviser in environmental matters, to include its EMS.
- Coordinate the implementation and maintaining of the Garrison's EMS with the EMSMR, all CFT Members, Media Managers and Environmental Compliance Officers.
- Identify and coordinate resources necessary to ensure the implementation and maintaining of the Garrison's EMS.
- Provide oversight during the development of necessary EMS procedures and training requirements.

#### **2.1.9. Media Managers**

Media Managers will:

- Provide the expertise necessary within their media areas to assist the Garrison's CFT in developing objectives and targets and programs for significant environmental aspects identified by the Garrison's EMS.
- Assist the Garrison's CFT in:
- Developing and implementing operating procedures to control situations where their absence could lead to a deviation from the environmental policy and objectives and targets.
- Developing and implementing procedures for monitoring and measuring those operations that could have a significant environmental impact.

- Conducting evaluations of compliance with applicable regulations and other requirements.
- Maintain appropriate documents and records as required by the Garrison's EMS.
- Conform to the Garrison's environmental policy and EMS procedures.
- Be aware of the significant environmental aspects that they may have an influence over, to include actual and potential impacts associated with their work and the benefits of improved personal performance.
- Provide/assist in training Environmental Compliance Officers and/or unit/activity Personnel as necessary to ensure compliance with the Garrison's EMS.
- Know the roles and responsibilities they have within the Garrison's EMS and the consequences for not conforming to the requirements of the EMS.
- Report EMS non-conformities to the Garrison's CFT.

#### **2.1.10. Environmental Compliance Officers (ECOs)**

Environmental Compliance Officers will:

- Disseminate EMS information to unit/activity personnel at all levels.
- Ensure contractors are aware of their roles and responsibilities in EMS and comply with it.
- Provide feedback to the CFT regarding implementation and maintaining the EMS.
- Coordinate and/or provide unit level EMS awareness level training and operation specific training required by the EMS.
- Maintain appropriate documents and records as required by the Garrison's EMS.
- Conform to the Garrison's environmental policy and EMS procedures.
- Be aware of the significant environmental aspects that they may have an influence over, to include actual and potential impacts associated with their work and the benefits of improved personal performance.
- Know the roles and responsibilities they have within the Garrison's EMS and the consequences for not conforming to the requirements of the EMS.
- Report EMS non-conformities to the Garrison's CFT.

#### **2.1.11. Unit/Activity Personnel**

Unit/activity personnel will:

- Conform to the Garrison's environmental policy and EMS procedures.
- Be aware of the significant environmental aspects that they may have an influence over, to include actual and potential impacts associated with their work and the benefits of improved personal performance.
- Know the roles and responsibilities they have within the Garrison's EMS and the consequences for not conforming to the requirements of the EMS.

- Ensure contractors are aware of their roles and responsibilities in EMS and comply with it.
- Report EMS non-conformities to the Garrison's CFT.

#### **2.1.12. DoD Dependents**

DoD Dependents will:

- Conform to the Garrison's environmental policy and EMS procedures.
- Be aware of the significant environmental aspects that they may have an influence over.
- Know the roles and responsibilities they have within the Garrison's EMS and the consequences for not conforming to the requirements of the EMS.
- Report EMS non-conformities to the Garrison's CFT.

#### **2.1.13. Contractors**

Contractors will:

- Conform to the Garrison's environmental policy and EMS procedures.
- Maintain appropriate documents and records as required by the Garrison's EMS.
- Be aware of the significant environmental aspects that they may have an influence over.
- Know the roles and responsibilities they have within the Garrison's EMS and the consequences for not conforming to the requirements of the EMS.
- Report EMS non-conformities to the Garrison's CFT.

#### **2.1.14. EMS DOC CON Officer**

The EMS DOC CON Officer will:

- Conform to the Garrison's environmental policy and EMS procedures.
- Know the roles and responsibilities he or she has within the Garrison's EMS, with special regard to the roles and responsibilities defined in EMS procedure # EMS\_PBH\_09.
- Know the consequences for not conforming to the requirements of the EMS.
- Implement and maintain an EMS DOC CON System as further specified in EMS procedure # EMS\_PBH\_09.
- Report EMS non-conformities to the Garrison's CFT.



### **2.1.15. EMS Document POCs**

The EMS Document POCs will:

- Conform to the Garrison's environmental policy and EMS procedures.
- Know the roles and responsibilities they have within the Garrison's EMS, with special regard to the roles and responsibilities defined in EMS procedure # EMS\_PBH\_09.
- Know the consequences for not conforming to the requirements of the EMS.
- Help implementing and maintaining an EMS DOC CON System as further specified in EMS procedure # EMS\_PBH\_09.
- Report EMS non-conformities to the Garrison's CFT.

## **2.2. ROLES AND RESPONSIBILITIES WITHIN GARRISON'S MEDIA AREAS**

Besides for the identified positions of importance for the implementation and maintenance of the EMS described in section 2.1, the Garrison's Media Areas (Listed in APPENDIX A) are a factor that significantly contributes to the success of the Garrison's EMS. Therefore, the organization of the Garrison's Media areas has been identified and is described in the following subsections following the order used in the Document Control (DOC CON) database (EMS procedure #EMS\_PBH\_09).

### **2.2.1. Air Emissions**

**The DPW Utilities / Mechanical Engineer Supervisor will:**

- Provide oversight and technical expertise on the operation and maintenance of oil fired plants and gas fired systems
- Request funding and initiate upgrading of oil firing plant equipment and gas fired systems
- Initiate projects/programs required by the FGS concerning air emissions
- Coordinate TÜV inspections for oil fired plants and gas fired systems
- Provide information to responsible DPW EMO / Environmental Engineer or DPW Utilities / Mechanical Engineer Technician regarding corrective actions on tank systems for oil, waste oil and liquid gas
- Initiate corrective actions to remedy damages or eliminate problems for oil fired plants and fuel tanks
- Request corrective action funding for the oil fired plants and the gas fired systems
- Provide technical oversight and expertise on the removal of ozone depleting substances
- Request funding and coordinate maintenance work performed on gas fired systems by a contractor
- Initiate corrective actions or perform maintenance work for minor repair work

- Notify the USAG DOL / Property Book Officer to initiate corrective actions through a contractor for repair work at Defense Energy Supply Center (DESC) fueling points
- Keep TÜV records in accordance with EMS procedure #EMS\_PBH\_09

**The DPW Utilities / Mechanical Engineer Technician will:**

- Coordinate chimney sweeping appointments
- Provide technical data (such as waste gas temperature, carbon monoxide temperature and concentration) of the blowers to the chimney sweeper, the DPW EMO / Environmental Engineer and on request to the German authorities (Wehrbereichsverwaltung)
- Provide technical expertise and advice regarding damages to or problems with the oil fired plants
- Update the tank database
- Notify DPW Utilities / Mechanical Engineer Supervisor when TÜV certificates expire
- Coordinate maintenance work on gas fired systems with the contractor
- Keep chimney sweeping records and the tank database in accordance with EMS Procedure #EMS\_PWI\_09

**The DPW Utilities / Pipe fitter Foreman will:**

- Perform operation and maintenance work on oil fired systems
- Perform air emissions monitoring
- Document monitoring results and keep records in accordance with EMS procedure #EMS\_PBH\_09
- Provide monitoring results to DPW Utilities / Mechanical Engineer Supervisor
- Provide assistance to the chimney sweeper if needed
- Notify DPW Utilities / Mechanical Engineer Technician and DPW Utilities / Mechanical Engineer Supervisor when damages or problems occur
- Perform repair work, if needed

**The DPW Utilities / Air-conditioning, Refrigeration & Kitchen Equipment Foreman will:**

- Take part in ODS training
- Perform operation and maintenance on devices containing ODSs in order to prevent and minimize leakage of ODSs
- Remove ODSs from devices not allocated by a service maintenance contract in an appropriate manner, if needed
- Dispose of ODS-containing substances in an appropriate manner
- Document the disposal of ODSs and keep records in accordance with EMS procedure #EMS\_PBH\_09

**The DPW EMO / Chief will:**

- Ensure that funding for projects of this media area is requested

**The DPW EMO / Environmental Engineer will:**

- Provide environmental oversight and expertise when projects/programs, such as air emissions inventory and ODS elimination program, are performed
- Update the tank database and keep the file in accordance with EMS procedure #EMS\_PBH\_09
- Provide Facility Managers with an up-to-date printout of the ODS inventory concerning his/her facilities upon request and as changes occur
- Notify DPW Utilities / Mechanical Engineer Supervisor when TÜV certificates expire
- Check chimney sweeper records as well as records concerning the adjustment of the firing system during the internal EPAS

**The Gas Station Operator (AAFES) / Supervisor will:**

- Notify DPW Utilities / Mechanical Engineer Supervisor when repair work at the gasoline tanks is required

**The Gas Station Operator (DESC capitalized gas stations) / Supervisor will:**

- Notify DPW Utilities / Mechanical Engineer Supervisor when repair work at tank systems is required

**The USAG Baumholder / Unit Gas Station Strassburg Casern / Supervisor will:**

- Notify DPW Utilities / Mechanical Engineer Supervisor when repair work at tank systems is required

**The USAG DOL / Property Book Officer will:**

- Notify the Corps of Engineer (Ms. Becker) and Defense Energy Supply Center (DESC) to request a contractor to perform repair work

**The DPW Buildings and Grounds / Chief will:**

- Ensure that the dust collection at the DPW Carpentry Shop is certified
- Ensure that the fume exhaust system at the DPW Welding Shop is certified

### **2.2.2. Drinking Water**

#### **The DPW EMO / Chief will:**

- Ensure that funding for projects of this media area is requested

#### **The DPW EMO / Environmental Engineer will:**

- Provide environmental oversight and technical expertise on the management of the drinking water program

#### **The DPW Utilities / Chief / General Engineer will:**

- Provide oversight and technical expertise on the management of the drinking water program

#### **The DPW Utilities / Mechanical Engineer Supervisor will:**

- Provide technical advice on the development and update of the Water Emergency Contingency Plan to ensure the provision of potable water despite interruptions from natural disasters and service interruptions (GFGS C3.3.1.10)
- Ensure that Sanitary Surveys of the water systems are conducted at least every 3 years for the systems using surface water, and every 5 years for the systems using groundwater, or as warranted, including the review of required water quality analyses. Off-installation surveys will be coordinated with host nation authorities (GFGS C3.3.1.4)
- Provide oversight and technical expertise on the update of the potable water system master plan (GFGS C3.3.1.2)
- Provide oversight and technical expertise on the provision of proper treatment for all water sources (GFGS C3.3.1.5)
- Ensure that all materials and equipment employed must have the symbol of a recognized control authority (GFGS C3.3.1.7.6)
- Provide oversight and technical expertise on all vulnerability assessments (GFGS C3.3.1.14).
- Provide oversight and technical expertise for the implementation of an effective annual water main Flushing Program (GFGS C3.3.1.7.3)
- Provide oversight and technical expertise on the establishment of an effective Cross-Connection Control and Backflow Prevention Program (GFGS C3.3.1.8)
- Review the Cross-Connection Control and Backflow Prevention Plan and keep the document in accordance with EMS procedure #EMS\_PBH\_09
- Provide oversight and technical expertise on the maintenance of maps/drawings of the complete potable water systems (GFGSC3.3.1.1)

#### **The DPW Utilities / Mechanical Engineer Technician will:**

- Coordinate all projects concerning potable water management that subcontractors are involved in
- Implement the potable water system master plan

- Ensure that a continuous positive pressure of at least 20 psi is maintained throughout the water distribution system and initiate corrective actions, if needed (GFGS 3.3.1.6)
- Provide procedures for repair and replacement of mains (GFGS C3.3.1.7.2)
- Provide assistance and coordination for subcontractors and USAG Baumholder personnel performing Vulnerability Assessments
- Maintain maps/drawings of the complete potable water systems (GFGS C3.3.1.1)
- Update the potable water system master plan when changes occur to the system; at a minimum, an update should be performed every 5 years (GFGS C3.3.1.2)
- Coordinate the implementation of the Water Emergency Contingency Plan
- Provide assistance and technical expertise during Sanitary Surveys
- Ensure maintenance of distribution system appurtenances (GFGS C3.3.1.7.5)
- Keep the following documents in accordance with EMS procedure EMS\_PBH\_09:
  - o Potable Water System Master Plan
  - o Sanitary Survey Documentation
  - o Emergency Contingency Plan
  - o Vulnerability Assessment Records

**The DPW Utilities / Water Distribution Systems Foreman will:**

- Perform an effective annual water main Flushing Program (GFGS C3.3.1.7.3)
- Keep the Flushing Program documentation in accordance with EMS procedure #EMS\_PBH\_09
- Notify the DPW Utilities / Mechanical Engineer Supervisor and DPW Utilities / Mechanical Engineer Technician of changes on the potable water system and when problems concerning the potable water distribution system occur
- Conduct repair and construction work to ensure proper operation and maintenance of the potable water system

**The DPW Utilities / Plumber Shop Foreman will:**

- Implement the Cross-Connection Control and Backflow Prevention Program (GFGS C3.3.1.8)
- Document corrective actions taken to correct breaches of criteria
- Document cross connection and backflow prevention testing and repair
- Keep cross connection and backflow prevention testing and repair documentation in accordance with EMS procedure #EMS\_PBH\_09
- Perform repair and construction work to ensure potable water supply, as required

**The DPW Utilities / Drinking Water Treatment Plants Foreman will**

- Ensure that proper treatment for all water sources is performed (GFGS C3.3.1.5)
- Ensure proper operation and maintenance of storage tanks and reservoirs (GFGS C3.3.1.7.4) in coordination with the DPW Utilities / Mechanical Engineer Supervisor
- Maintain records showing monthly operating reports, bacteriological results, and chemical results. On a weekly basis, maintain a record of the additives employed in treating drinking water and their concentrations in the drinking water (GFGS C3.3.1.12)

- Keep monitoring records (chemical/physical, bacteriological, etc.) in accordance with EMS procedure #EMS\_PBH\_09
- Ensure that independent testing is performed and conformance with testing requirements is obtained
- Perform Sanitary Surveys of the water system at least every 3 years for systems using surface water, and every 5 years for systems using groundwater (GFGS C3.3.1.4)
- Provide the Sanitary Survey results to the DPW Utilities / Mechanical Engineer Supervisor and DPW Utilities / Mechanical Engineer Technician

**The DPW Utilities / Physical Sciences Technicians will:**

- Perform bacteriological and chemical analyses and provide results to DPW Utilities / Drinking Water Treatment Plants Foreman
- Perform water tests concerning the additives employed in treating drinking water and their concentrations in the drinking water and provide the results to DPW Utilities / Drinking Water Treatment Plants Foreman
- Provide drinking water monitoring results to the DPW Utilities / Mechanical Engineer Supervisor and the DPW Utilities / Mechanical Engineer Technician, as required
- Keep required monitoring records in accordance with EMS procedure #EMS\_PBH\_09

**The DPW / Real Property Chief will:**

- Coordinate the application or extension of all groundwater withdrawal permits, if needed
- Keep all permits concerning groundwater withdrawal in accordance with EMS procedure #EMS\_PBH\_09

### **2.2.3. Wastewater**

#### **The DPW EMO / Chief will:**

- Ensure that the funds for projects of this media area are requested

#### **The DPW Utilities / Chief / General Engineer will:**

- Ensure the development and implementation of the Storm Water Pollution Prevention Plan (GFGS C4.3.4.1)
- Ensure the development and implementation of the Slug Prevention Plan (GFGS C4.3.2.1.7)
- Coordinate with the responsible German authorities (Verbandsgemeinde) problems concerning waste water quality and damages to the external sewer system or separator systems
- Request funding and initiate corrective actions to remedy damages to the interior waste water installations throughout the Garrison
- Request funding and initiate corrective actions to remedy damages to the exterior systems in Strassburg Kaserne, Neubrücke, Birkenfeld and the waterworks (Pfeffelsbach, Hoppstätten, Neubrücke)
- Initiate contracts for the control and cleaning of oil water separators and grease separators in Strassburg Kaserne and Neubrücke

#### **The DPW EMO / Environmental Engineer will:**

- Provide oversight on the development and implementation of the Storm Water Pollution Prevention Plan (GFGS C4.3.4.1)
- Provide oversight on the development and implementation of the Slug Prevention Plan (GFGS C4.3.2.1.7)

#### **The DPW Utilities / Mechanical Engineer Technician will:**

- Provide advice and technical expertise on the operation and maintenance of interior waste water installations
- Maintain sewer and storm water systems and separators in Idar-Oberstein, Neubrücke and at the Water Works
- Keep the following information in accordance with EMS procedure #EMS\_PBH\_09:
  - o Storm Water Pollution Prevention Plan
  - o Slug Prevention Plan

#### **The DPW EMO / Environmental Engineer Technician will:**

- Conduct compliance inspections for units and activities handling, storing, and/or disposing of hazardous substances to prevent spills, problems occurring with the sewer systems or contamination of the wastewater
- Coordinate training for personnel who handle hazardous substances or perform activities that could contribute pollution to wet weather events (GFGS C4.3.4.2) as part of the 32h ECO training and the 8h refresher training

**The DPW Utilities / Interior Waste Water Installations Foreman will:**

- Conduct operation and maintenance work on the interior waste water installations
- Perform corrective actions
- Notify DPW Utilities / Mechanical Engineer Technician of interior waste water installation problems or damages

**All DPW Utilities / Personnel will:**

- Notify DPW Utilities / Chief / General Engineer when alarm signals are detected (visually or audibly) from oil-water/grease separators

**The DPW Utilities / Water Distribution Systems Foreman will:**

- Control and clean street inlets and sewage manholes at Strassburg Kaserne, Neubrücke, Birkenfeld and the waterworks (Pfeffelbach, Hoppstätten, Neubrücke)

**2.2.4. Hazardous Materials**

**The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required
- Provide environmental oversight and expertise and initiate the preparation of the Hazardous Materials Management Plan
- Initiate remedial actions for environmental problems revealed during internal inspections
- Assist the DPW EMO / Environmental Protection Specialist in problem solving recurring non-compliance issues with units and activities

**The DPW EMO / Environmental Protection Specialist will:**

- Provide environmental oversight and expertise on the implementation of the Hazardous Materials Management Plan
- Maintain/revise the Hazardous Materials Management Plan, as needed
- Keep the Hazardous Materials Management Plan in accordance with EMS Procedure #EMS\_PBH\_09
- Provide oversight and expertise on the proper operation and maintenance of hazardous material dispensing and/or storage areas, including those dispensing or storing water endangering substances (GFGS C5.3.2; C5.3.14.3)
- Maintain a master listing of all hazardous material storage, distribution and handling locations and an inventory of all hazardous materials (if possible) contained therein (GFGS C5.3.4)
- Ensure that unauthorized entry of persons or livestock into hazardous materials storage areas is prevented (GFGS C5.3.11)

**The DPW EMO / Environmental Engineer Technician will:**

- Check compliance with labeling requirements for individual containers of hazardous materials (GFGS C5.3.7.1)
- Check that MSDSs are available at facilities for hazardous materials procured, used, or stored therein (GFGS C5.3.6.2)



- Check presence of operating instructions for proper handling, storage and disposal of hazardous materials at hazardous materials handling facilities (GFGS C5.3.6.1)
- Coordinate 32h awareness training and 8h annual refresher training for USAG Baumholder Environmental Compliance Officers (GFGS C5.3.10.1)
- Document the 32h ECO awareness training and the annual refresher training as required
- Perform internal environmental inspections of facilities storing, distributing, or handling hazardous materials, including water endangering substances (GFGS C5.3.14.2)
- Conduct follow-up inspections and coordinate with respective proponents until corrective actions are in place
- Document the findings of the inspections and provide the documents to the DPW EMO / Chief
- Initiate work requests for fabrication of signs and labels in accordance with unit hazardous material inventories
- Manage and track the appointment of ECOs
- Attends IMA-E training and workshops
- Keep the following documents in accordance with EMS procedure #EMS\_PBH\_09:
  - o Inspection documentation
  - o ECO training documentation

**The DPW Utilities / Mechanical Engineer Supervisor will:**

- Provide technical oversight and expertise on the operation underground storage tanks, above-ground storage tanks, chlorine facilities and piping in compliance with GFGS C5.3.14
- Ensure technical inspections on underground storage tanks, above-ground storage tanks, chlorine facilities and piping are performed by an appropriate qualified person
- Keep records of technical inspections in accordance with EMS procedure #EMS\_PBH\_09
- Supervise the operation of underground storage tanks, above-ground storage tanks, chlorine facilities or tank farms that store water endangering substances
- Ensure that all required safety equipment for underground storage tanks, above-ground storage tanks, chlorine facilities or tank farms that store water endangering substances is in proper condition
- Ensure that the permitted (*zulässig*) filling levels of the underground storage tanks, above-ground storage tanks and the volume of the associated safety equipment is monitored

**The USAG Baumholder Installation Safety Office will:**

- Provide advice on the annual testing and maintenance of personal protective equipment
- Provide statistical data on occupational accidents involving civilian personnel of the Garrison
- Provide guidance and advice to HM handling facilities concerning the implementation of their HAZCOM program
- Provide assistance to obtain MSDSs

- Provide HAZCOM orientation briefing to all newly assigned personnel
- Document HAZCOM briefing on a DA form 1556 and keep the documents in accordance with EMS procedure #EMS\_PBH\_09

**The U.S. Army Division Safety Office will:**

- Ensure compliance with the Army Regulation 385-61 ‘The Army Chemical Agent Safety Program’ in regard to the management of hazardous materials

**The USAG Baumholder Fire Department will:**

- Perform inspections and maintenance service on fire extinguishers and ventilation systems
- Provide statistical data upon request to the competent authorities concerning accidents related to the handling of hazardous materials, facilities handling water endangering substances and that are subject to supervision by authorities, and accidents related to the transportation of hazardous materials (C5.3.23.2).

**The USAG Environmental Compliance Officers (ECOs) will:**

- Take part in the 32h ECO awareness training and 8h annual refresher training for USAG Baumholder Environmental Compliance Officers provided by IMA-E
- Provide initial and annual refresher training to all personnel in accordance with their assigned duties, who use, handle, or store hazardous materials, addressing emergency procedures, handling/storage of drums/containers, employee protection and record keeping (GFGS C5.3.10)
- Document initial and annual refresher awareness training
- Ensure that inspections are performed to ensure compliance with Regulations, Policies and FGS
- Ensure implementation of corrective actions established to remedy findings identified during inspections done by the unit or by environmental office, IEPAS and external EPAS
- Ensure management of hazardous materials storage areas in accordance with FGS requirements

**The USAG Baumholder Department of Logistics will:**

- Ensure compliance with hazardous materials shipment requirements (GFGS C5.3.3)
- Provide oversight and expertise on the properties of packaging and receptacles used for the transportation of dangerous goods as parcel and bulk goods (GFGS C5.3.13.2)
- Ensure compliance with labeling requirements for transporting units, tank vehicles, containers, tanks or packaging (GFGS C5.3.7.2)

**The USAG Baumholder Hazardous Materials Handling Facilities will:**

- Ensure MSDSs for each hazardous material procured, used, or stored are available (C5.3.5)
- Comply with HAZCOM program requirements

- Develop operating instructions for proper handling and storage of hazardous materials (GFGS C5.3.6.1)
- Manage hazardous materials in accordance with FGS and Garrison hazardous materials program
- Evaluate minimization options for all hazardous materials in use and consider process modifications to reduce employee exposure to hazardous materials (GFGS C5.3.8)
- Document the evaluated minimization options and the considered process modification as required (GFGS C5.3.8) and keep those documents in accordance with EMS Procedure #EMS\_PBH\_09
- Provide all excess hazardous material to the USAG Baumholder Defense Reutilization and Marketing Office (DRMO)
- Initiate spill removal, if needed
- Report spills to the DPW EMO / Environmental Protection Specialist (Birgit Sheetz)
- Ensure proper labeling of all hazardous material containers and storage areas
- Perform regular inspections of the hazardous material dispensing or storage areas, including those dispensing or storing water endangering substances

**The Manager of Hazardous Materials Handling Facilities will:**

- Provide the officially published leaflet on “Instructions for the Use and Safe Handling of Water Endangering Substances” (Betriebs- und Verhaltensvorschriften beim Umgang mit wassergefährdenden Stoffen) to facilities that store, distribute, and/or handle hazardous substances and ensure that it is displayed in the vicinity of those facilities
- Ensure compliance with labeling requirements for individual containers of hazardous materials (GFGS C5.3.7.1)

## **2.2.5. Hazardous Waste**

**The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required
- Initiate the preparation of the Hazardous Waste Management Plan
- Provide environmental oversight and expertise on the preparation of the Hazardous Waste Management Plan
- Initiate remedy of environmental problems revealed during the internal inspections
- Assist the DPW EMO / Environmental Protection Specialist in problem solving recurring non-compliance issues with units and activities
- Ensure funding for hazardous waste disposal

**The DPW EMO / Environmental Protection Specialist will:**

- Provide environmental oversight and expertise on the preparation and implementation of the Hazardous Waste Management Plan, including the hazardous waste contingency plan
- Revise the Hazardous Waste Management Plan, as required

- Have oversight over operation and maintenance of the Central Hazardous Waste Collection Point (CHWCP)
- Revise the existing internal audit trail for tracking hazardous waste disposal as needed (GFGS C6.3.1.6)
- Develop and revise the annual Waste Registry (Abfallbilanz) for all hazardous wastes generated at the USAG Baumholder and shipped off post
- Provide annual Waste Registry (Abfallbilanz) to host nation upon request
- Ensure disposal permits utilized for removal at the CHWCP have not expired, and that permits used match with the disposal manifest and the actual waste to be removed. Any discrepancies shall be reported to the COR, DRMO for correction prior to removal and generator signatures
- Coordinate application or extension of disposal manifests for transactions coordinated by or through the Central Hazardous Waste Collection Point (CHWCP), if needed
- Revise the validity of applied disposal manifests
- Prepare a hazardous waste proof log that documents actual waste transactions (GFGS C6.3.1.5.3)
- Prepare and revise Hazardous Waste Profile Sheets (HWPS) for wastes generated at the CHWCP
- Provide HWPS for wastes generated at the CHWCP to DRMO annually, upon request
- Gather HWPS from hazardous waste generators
- Ensure valid HWPS are available at the CHWCP prior to or during turn-in, identifying the waste being turned in
- Develop and revise closure plans for the CHWCP, when necessary, following the closure plan procedure provided in the Hazardous Waste Management Plan (GFGS C6.3.3.8).
- Prepare and revise operating instructions for hazardous waste, containers, and equipment and ensure they are clearly visible (GFGS C6.3.4)
- Ensure personnel are trained on operating instructions and are knowledgeable of their presence and the location where the operating instructions are kept
- Prepare and revise statistical data on the types of recycled waste and provide those to the competent German authority, as required
- Prepare an operations plan for the CHWCP
- Ensure compliance with hazardous waste disposal requirements for Rheinland Pfalz (GFGS C6.3.11.4)
- Provide 8 hrs hazardous waste awareness training for units/activities, upon request
- Ensure that personal protective equipment (PPE) to perform inspections and for usage during daily business is provided to CHWCP personnel
- Ensure medical surveillance is scheduled when requested by DPW Admin
- Develop a written inspection checklist of the Hazardous Waste Storage Area (HWSA) and provide it to the DPW EMO / Environmental Protection Assistant
- Keep the following information in accordance with EMS procedure #EMS\_PBH\_09:
  - o Hazardous Waste Management Plan
  - o Internal Audit Trail Documentation

- o Required disposal documentation (such as disposal manifests, acceptance slips, accompanying documentation, turn-in documentation) of hazardous waste generated at USAG Baumholder
- o Hazardous waste proof log
- o Hazardous Waste Profile Sheets (HWPS)
- o CHWCP closure plan

**The DPW EMO / Environmental Engineer Technician will:**

- Check presence of operating instructions for proper handling storage and disposal of hazardous waste at HW generating facilities
- Organize 32h ECO awareness training and 8h annual refresher training for USAG Environmental Compliance Officers
- Prepare the documentation of the provided 32h ECO awareness training and the annual refresher training as required
- Perform internal environmental inspections at facilities for the storage, distribution, or handling of hazardous waste
- Prepare and update an inspection log
- Provide inspection records to the DPW EMO / Chief
- Conduct follow up inspections and coordinate with respective proponents until corrective actions are in place
- Manage and track the appointment of ECOs
- Attends IMA-E training and workshops
- Checks if required PPE is available
- Keep the following information in accordance with EMS procedure #EMS\_PBH\_09:
  - o ECO awareness training documentation
  - o Inspection records

**The DPW EMO / Environmental Protection Assistant will:**

- Verify that the incoming waste corresponds with the information that is provided in the waste disposal documentation (GFGS C6.3.3.2)
- Verify incoming wastes match Hazardous Waste Profile Sheets (HWPS) from generators
- Verify that outgoing wastes match contractor provided disposal manifests and permits
- Pickup hazardous waste at all hazardous waste generating units
- Assess hazardous residual picked up for expired shelf life materials and possible re-utilization opportunities.
- Coordinate the transfer of residual picked up for expired shelf life materials and possible re-utilization to the re-use center with USAG Department of Logistic
- Ensure small quantity transportation limitations are not exceeded when transporting off post
- Revise hazardous cargo transportation license validity
- Track the filling status of containers and their availability and coordinate with DRMO for off post shipment in a timely manner

- Coordinate with DRMO removals/off site shipments by the contractor in accordance with contract requirements for containers sizes, line item descriptions, weights, and time frames
- Track removal expenses and inform DPW EMO / Environmental Protection Specialist when additional funds must be requested for continued/uninterrupted operations, in particular during FY changes and deployment missions
- Ensure wastes are not stored longer than one year
- Maintain the CHWCP in a clean and orderly manner
- Ensure clearly visible and appropriate labeling for all containers
- Ensure proper waste segregation and storage compatibility according to the waste categories/hazard characterization (corrosive, flammable etc.)
- Provide hazardous waste generators with labels for government provided containers
- Take part in the training provided by USAG Units/Departments Environmental Compliance Officers (ECOs)
- Maintain the written inspection checklist of the Hazardous Waste Storage Area (HWSA) and revise it as necessary
- Maintain internal turn-in documents of all facilities generating hazardous waste
- Maintain a written hazardous waste log for all wastes picked up for off-site shipment from the central hazardous waste collection point

**The USAG Baumholder Hazardous Waste Generating Facilities will:**

- Provide the DPW EMO / Environmental Protection Specialist with all disposal documents of the hazardous waste generated in the facility
- Operate the hazardous waste accumulation points (HWAPs) in accordance with GFGS C6.3.2
- Maintain a hazardous waste log for wastes that are picked up for off-site shipment, if needed
- Initiate spill response, if needed
- Report spills to the DPW EMO / Environmental Protection Specialist
- Ensure proper labeling of all waste collection containers and in all storage/accumulation facilities
- Perform regular inspections of the accumulation points
- Prepare hazardous waste profile sheets and provide it to DPW EMO / Environmental Protection Specialist

**The USAG Baumholder Hazardous Waste Generating Facilities not utilizing the CHWCP for disposal will:**

- Ensure hazardous waste disposal through the USAG Baumholder Defense Reutilization and Marketing Office (DRMO)
- Provide disposal data to DPW EMO / Environmental Protection Specialist for the waste registry

**The USAG Baumholder Defense Reutilization and Marketing Office (DRMO) will:**

- Provide a copy of all documents concerning performed disposal transaction and disposal permits to DPW EMO / Environmental Protection Specialist, latest one month after completion of removal/project

**The DPW Utilities / Mechanical Engineer Supervisor will:**

- Ensures proper operation and maintenance of tank systems
- Initiate technical tank inspections in the required frequency (GFGS C6.3.7.1)
- Initiate remedy of revealed problems by inspection (GFGS C6.3.3.6.4)
- Keep the following information in accordance with EMS procedure #EMS\_PBH\_09:
  - o Records of technical tank inspections (TÜV Certificates)
  - o Records of corrective actions

**The USAG Baumholder Units/Departments Environmental Compliance Officers (ECO) will:**

- Participate in the 32h ECO awareness training and 8h annual refresher training for USAG Baumholder Environmental Compliance Officers provided by IMA-E
- Provide initial and annual refresher training to all personnel in accordance with their assigned duties, who use, handle, or store hazardous materials, addressing emergency procedures, handling/storage of drums/containers, employee protection and record keeping (GFGS C6.3.9)
- Document initial and annual refresher awareness training
- Ensure compliance with FGS regarding labeling, storage, and disposal of Hazardous Waste
- Ensure that inspections are performed to ensure compliance with Regulations, Policies and FGS
- Ensure implementation of corrective actions established to remedy findings identified during inspections done by the unit or by environmental office, IEPAS and external EPAS

**The USAG Baumholder Department of Logistics (DOL) will:**

- Ensure compliance with hazardous materials shipment requirements (GFGS C5.3.3)
- Ensure compliance with additional transportation requirements for hazardous substances on public roads

**The U.S. Army Division Safety Office will:**

- Ensure compliance with the Army Regulation 385-61 'The Army Chemical Agent Safety Program' in regard to the management of hazardous waste

### **2.2.6. Solid Waste**

#### **The DPW EMO / Chief will:**

- Ensure that funding for projects of this media area is requested

#### **The DPW EMO / Environmental Engineer will:**

- Provide environmental oversight and expertise on the operation and maintenance of the recycling center for scrap vehicles
- Provide environmental oversight and expertise on the landfill remediation
- Be the POC for hazardous wastes found in municipal waste containers

#### **The DPW Utilities / Refuse Collection Foreman will:**

- Check on a regular basis that solid wastes or materials which have been separated for the purpose of recycling will be stored in such a manner that they do not constitute a fire, health or safety hazard or provide food or harborage for vectors, and will be contained or bundled so as not to result in spillage (GFGS C7.3.4)
- Ensure that vehicle operators are trained in an appropriate manner for the handling and transport of municipal solid and bulky wastes
- Coordinate appointments for bulky waste disposal service
- Ensure that solid waste collection points are/will be designed in such a manner that they can be easily cleaned and maintained and will allow safe and efficient collection (GFGS C7.3.6)
- Ensure that refuse containers are leak proof, waterproof, and vermin-proof and have functional lids (GFGS C7.3.7)
- Ensure that refuse containers are stored on a firm, level, well-drained surface that is large enough to accommodate all of the containers and which is maintained in a clean, spillage-free condition (GFGS C7.3.8)
- Coordinate landfill closure in accordance with GFGS requirements (GFGS C7.3.13)
- Annually provide a Solid Waste Annual Report (SWAR) in coordination with the DPW Utilities / SORT Coordinator
- Submit the SWAR to IMA-E through the respective system
- Coordinate problems (such as compressed gas cylinders in the solid waste) with the contractor concerning municipal solid waste transport to the transfer station located at landfill Reutersbach
- Provide assistance to the municipal solid waste transportation contractor and initiate corrective actions, if needed
- Ensure that the principle “customer service” has highest priority
- Keep the following documents in accordance with EMS procedure #EMS\_PBH\_09:
  - o Landfill Closure Plan
  - o Solid Waste Annual Report (SWAR)



**The DPW Utilities / Refuse Collection Vehicle Operators will:**

- Participate in solid and bulky waste handling training
- Handle and transport ODS containing devices in an appropriate manner
- Turn in hazardous wastes (such as ODS containing devices) at the Central Hazardous Waste Collection Point for disposal
- Provide disposal service as scheduled for solid waste and bulky waste
- Provide municipal, bulky and wood wastes to the transfer station located at landfill Reutersbach

**The DPW Utilities / SORT Coordinator will:**

- Institute recycling programs that provide facilities for separate collection of packaging wastes, electronic waste, paper and cardboard, glass, and other wastes, if economically feasible
- Provide information to newcomers on solid waste management at the USAG Baumholder in the newcomers' in-brief
- Annually provide a Solid Waste Annual Report (SWAR) in coordination with the DPW Utilities / Refuse Collection Foreman
- Submit the SWAR to IMA-E through the respective system

**The DPW Utilities / Chief / General Engineer will:**

- Ensure that a solid waste management strategy to reduce solid waste disposal has been developed and implemented (GFGS C7.3.3)
- Provide oversight and expertise on the waste disposal service contract
- Oversee the preparation of the SWAR
- Comply with the duties of Contracting Officer's Representative (COR) for the solid waste transportation and disposal contract

**The USAG Moral Welfare and Recreation (MWR) (Operator of recycling center for scrap vehicles) will:**

- File all information about incoming and outgoing volumes; all disposal documentation, recycling certificates, and volumes of all removed substances materials and components (GFGS C7.3.3.1)

**The USAG Baumholder Family Housing Office will:**

- Provide a letter to new residents containing information concerning waste segregation, waste disposal service schedules and contact details for problems concerning municipal solid waste and bulky waste disposal

**2.2.7. Medical Waste (Health Clinic)**

**The Health Clinic / Waste Management Officer will:**

- Review the contingency plan for the treatment or disposal of infectious medical waste (GFGS C8.3.18)
- Submit an annual report to the facility commander of the organization, concerning measures taken and planned with respect to their duties (GFGS C8.3.22.2)

- Submit quarterly reports to the Landstuhl Regional Medical Center prior to inspections
- Ensure completion of the tasks of the waste management officer (GFGS C8.3.22.2)
- Provide a SOP for the internal transport of medical waste and keep it in accordance with EMS procedure #EMS\_PBH\_09

**The Health Clinic / HAZMAT will:**

- Ensure compliance with general requirements for the handling and management of medical waste (GFGS C8.3)
- Control the contents of medical waste containers and bring them to the medical waste storage location
- Ensure medical waste that cannot be treated on-site is stored in compliance with the GFGS storage requirements (GFGS C8.3.14)
- Develop a contingency plan for the treatment or disposal of infectious medical waste (GFGS C8.3.18)
- Ensure that spills of infectious medical waste will be cleaned up as soon as possible in accordance with the GFGS (C8.3.19)
- Record the disposal of infectious medical waste (GFGS C8.3.20) and keep those in accordance with EMS Procedure #EMS\_PBH\_09
- Provide a copy of the disposal records for infectious medical waste to DPW EMO / Environmental Protection Specialist

**The Health Clinic / Floor Sergeant will:**

- Notify Health Clinic / HAZMAT when medical waste containers are filled up and awaiting disposal
- Notify Health Clinic / HAZMAT in case of medical waste spills

**The USAG Baumholder Supply Office will:**

- Provide appropriate protective apparel or equipment such as gloves, coveralls, mask and goggles, in a sufficient number

**The Regional Medical Center Landstuhl will:**

- Ensure treatment and disposal of infectious medical waste in accordance with GFGS requirements (GFGS C8.3.17)
- Provide spill kits
- Provide SOPs for the removal and response to spills, the storage of medical waste and the handling of bulk blood and blood products

**The DPW EMO / Environmental Protection Specialist will:**

- Ensure treatment and disposal of medical waste in accordance with GFGS requirements (GFGS C8.3.17)

### **2.2.8. Medical Waste (Dental Clinic)**

#### **The Dental Clinic / HAZCOM Officer will:**

- Ensure classification and handling of medical waste in accordance with requirements for the waste group (GFGS C8.3.1)
- Ensure that mixtures of hazardous waste and infectious medical waste are handled as infectious hazardous waste with priority to the hazard presenting the greatest risk (GFGS C8.3.2)
- Ensure handling of solid waste in accordance with FGS Chapter 6 (GFGS C8.3.3)
- Ensure handling of mixtures of solid and infectious waste as infectious medical waste (GFGS C8.3.4)
- Ensure that the central medical waste storage location is marked on the outside with the universal biohazard symbol and the word “BIOHAZARD” in both English and German (GFGS C8.3.15.4)
- Ensure that all bags or receptacles used to segregate, transport or store infectious medical waste are clearly marked with the universal biohazard symbol and the word “BIOHAZARD” (GFGS C8.3.7)
- Ensure that sharps will only be discarded into rigid and puncture resistant receptacles and not be clipped, cut, bent or recapped before disposal (GFGS C8.3.8)
- Ensure that infectious medical waste will be transported and stored in a manner to minimize human exposure to the maximum extent possible (GFGS C8.3.9)
- Ensure that infectious medical waste will not be compacted unless converted to noninfectious medical waste and that containers holding sharps will not be compacted (GFGS C8.3.10)
- Ensure handling of liquid infectious wastes in accordance with GFGS requirements (GFGS C8.3.12)
- Ensure that generated infectious medical waste is disposed of in appropriate containers
- Ensure compliance with GFGS requirements for storage sites (GFGS C8.3.15)
- Provide a medical waste contingency plan for treatment or disposal of infectious medical waste (GFGS C8.3.18)
- Ensure that a valid spill plan is available at the Dental Clinic
- Provide appropriate spill kits and ensure completeness of their contents
- Provide SOP for the handling, storage, transport and disposal of medical waste and keep this SOP in accordance with EMS procedure #EMS\_PBH\_09
- Provide MSDSs for all hazardous substances used within the Dental Clinic
- Initiates corrective actions for findings found during Staff Assistance Visits

#### **The Dental Clinic / Medical Waste Officer will:**

- Provide a copy of the disposal records to DPW EMO / Environmental Protection Specialist
- Keep the following documents in accordance with EMS procedure #EMS\_PBH\_09:

- Disposal records (disposal manifests, acceptance slips, accompanying documentation, turn-in documents)
- Medical Waste Contingency Plan

**The DPW EMO / Environmental Protection Specialist will:**

- Provide environmental oversight and expertise on the handling, storage, transport and disposal of medical waste
- Notify the USAG Baumholder Fire Department in case of spills

**The USAG Baumholder Supply Office will:**

- Provide sufficient protective apparel or equipment to the personnel of the dental clinic, such as gloves, coveralls, mask, and goggles, in a sufficient number (GFGS C8.3.13)

**The Dental Clinic Spill Team will:**

- Notify the DPW EMO and USAG Baumholder Fire Department in case of a medical waste spill

## **2.2.9. Medical Waste (Vet Clinic)**

**The Vet Clinic / HAZMAT will:**

- Ensure classification and handling of medical waste in accordance with requirements for the waste group (GFGS C8.3.1)
- Ensure that mixtures of hazardous waste and infectious medical waste are handled as infectious hazardous waste with priority to the hazard presenting the greatest risk (GFGS C8.3.2)
- Ensure handling of solid waste that is classified as a hazardous waste in accordance with FGS Chapter 6 is managed in accordance with the criteria in chapter 6 (GFGS C8.3.3)
- Ensure handling of mixtures of solid and infectious waste as infectious medical waste (GFGS C8.3.4)
- Ensure that the central medical waste storage location is marked on the outside with the universal biohazard symbol and the word “BIOHAZARD” in both English and German (GFGS C8.3.15.4)
- Ensure that all bags or receptacles used to segregate, transport or store infectious medical waste are clearly marked with the universal biohazard symbol and the word “BIOHAZARD” (GFGS C8.3.7)
- Ensure that sharps will only be discarded into rigid and puncture resistant receptacles and not be clipped, cut, bent or recapped before disposal (GFGS C8.3.8)
- Ensure that infectious medical waste will be transported and stored in a manner to minimize human exposure to the maximum extent possible (GFGS C8.3.9)
- Ensure that infectious medical waste will not be compacted unless converted to noninfectious medical waste and that containers holding sharps will not be compacted (GFGS C8.3.10)

- Ensure handling of liquid infectious wastes in accordance with GFGS requirements (GFGS C8.3.12)
- Ensure that generated infectious medical waste is disposed of in appropriate containers
- Ensure compliance with GFGS requirements for medical waste storage sites (GFGS C8.3.15)
- Provide a medical waste contingency plan for treatment or disposal of infectious medical waste (GFGS C8.3.18)
- Notify the DPW EMO and Garrison's Fire Department in case of a medical waste spill in accordance with the "Red Plan"
- Ensure that the valid Spill Prevention and Counter Measure Plan is readily available at the Vet Clinic
- Provide appropriate spill kits to the vet clinic and ensure completeness of their contents
- Provide SOP to the vet clinic personnel for the handling, storage, transport and disposal of medical waste
- Keep MSDSs for substances used within the Vet Clinic
- Initiates corrective actions for findings found during Staff Assistance Visits
- Provide a copy of the disposal records to DPW EMO / Environmental Protection Specialist
- Ensure that the freezer containing carcasses is labeled in an appropriate manner
- Notify the contractor to pick up the carcasses when 2-4 are in the freezer
- Keep the following documents in accordance with EMS procedure #EMS\_PBH\_09:
  - o Medical Waste Contingency Plan
  - o SOP for the vet clinic personnel for the handling, storage, transport and disposal of medical waste
  - o Disposal records (disposal manifests, acceptance slips, accompanying documentation, turn-in documents)
  - o Carcasses disposal documentation

**The DPW EMO / Environmental Protection Specialist will:**

- Provide environmental oversight and expertise on the handling, storage, transport and disposal of medical waste

**The USAG Baumholder Supply Office will:**

- Provide sufficient protective apparel or equipment to the personnel of the health clinic, such as gloves, coveralls, mask, and goggles, in a sufficient number (GFGS C8.3.13)

### **2.2.10. POL Management**

#### **The USAG DOL / Property Book Officer will:**

- Manage DESC capitalized gas stations
- Follow procedural manual for operations, maintenance and emergencies (GFGS C9.3.4.2)
- Coordinate maintenance and repair with DPW Utilities and Corp of Engineers
- Ensure that the operation of POL facilities is performed in accordance with the Spill Prevention Control and Countermeasures Plan (GFGS C9.3.6)
- Perform inspections, identify deficiencies, and program funding for corrective measures
- Provide accountability for non-capitalized Class III POL points

#### **The DPW Utilities / Mechanical Engineer Supervisor will:**

- Initiate tank cleaning performed by a contractor, as required
- Ensure compliance with testing and maintenance requirements for POL pipelines, including the initiation of inspections (TÜV) for certification and the initiation of corrective actions to remedy findings of the inspections (GFGS C9.3.8)

#### **The DPW EMO / Chief will:**

- Ensure that funding for projects of this media area is requested

#### **The DPW EMO / Environmental Engineer Technician will:**

- Check for the presence of operating instructions for the proper handling and storage of POL
- Perform internal environmental inspections for buildings and facilities handling or storing POL
- Provide environmental oversight and expertise on the maintenance of buildings and facilities handling and/or storing POL
- Keep inspection records in accordance with EMS procedure #EMS\_PBH\_09
- Organize 32h initial and 8h annual refresher awareness training to the USAG Environmental Compliance Officers concerning transport, storage and handling of POL

#### **The USAG Units/Departments Environmental Compliance Officers (ECOs) will:**

- Provide initial awareness training and annual verbal instructions to all personnel concerning transport, storage and handling of POL

### **2.2.11. Environmental Noise**

#### **The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required

#### **The Public Affairs Office (PAO) will:**

- Have oversight on operations causing increased noise levels
- Inform the DPW EMO / Environmental Engineer and the Local Training Area Manager about incoming noise complaints
- Inform the host nation officials of planned occasions causing increased noise levels

#### **The DPW EMO / Environmental Engineer will:**

- Have oversight and provide environmental expertise on the identification of noise sources that could create noise impacts, investigate possible mitigation measures and program resources to reduce noise impacts, if practical (GFGS C10.3)
- Take part in commission meeting concerning incoming noise complaints, if needed
- Coordinate corrective actions concerning noise levels with the USAG Baumholder Local Training Area Manager, PAO, and Host Nation, as needed

#### **The Training Support Center / Chief will:**

- Ensure that the local training area is managed in accordance with given requirements to reduce noise impacts to the maximum extent possible
- Take part in commission meeting concerning incoming noise complaints, if needed
- Inform the PAO when operations are planned that might cause increased noise levels
- Inform DPW EMO / Environmental Engineer of any Host Nation complaints

### **2.2.12. Pesticides**

#### **The DPW Roads and Grounds / Chief will:**

- Have oversight over DPW Roads and Grounds / Environmental Health Technicians
- Have oversight on the regular inspections (GFGS C11.3.3.5) performed within the internal EPAS by the USAG Hessen and by the U.S. Army Center for Health Promotion and Preventive Medicine – Europe (CHPPM-EUR)
- Initiate corrective actions to remedy findings identified during the internal EPAS
- Ensure that DPW Roads and Grounds / Environmental Health Technicians and the DPW Roads and Grounds / Pest Management Coordinator are included in a medical surveillance program as required (GFGS C11.3.2.2)

**The DPW Roads and Grounds / Pest Management Coordinator will:**

- Record all pesticide applications, excluding arthropod skin and clothing repellents, using DD Form 1532-1, “Pest Management Maintenance Report” or a computer-generated equivalent (GFGS C11.3.1.1)
- Prepare and update the Integrated Pest Management Plan (GFGS C11.3.1.2)
- Ensure, that only registered pesticides authorized for use in Germany are applied by DPW Roads and Grounds / Pest Control Shop (GFGS C11.3.1.3)
- Ensure that pesticide applications are made by certified pest applicators (GFGS C11.3.2.1)
- Provide personal protection equipment (PPE) to all pesticide applicators (GFGS C11.3.2.3)
- Ensure that pest management facilities comply with Military Handbook 1028/8A (GFGS C11.3.3.1)
- Provide labels to the vessels containing pesticides as required (GFGS C11.3.3.2)
- Request MSDSs from pesticide suppliers, as required
- Prepare operating instructions for the pesticides applied by the DPW Roads and Grounds / Pest Control Shop
- Prepare an inventory of all items in storage, including items awaiting disposal, and display it in a readily visible location in the pesticide storage area
- Ensure appropriate redistribution or disposal for the pesticides in use by the DPW Roads and Grounds / Pest Control Shop (GFGS C 11.3.4)
- Ensures compliance with requirements for the usage of plant protection products and HS pesticides, as required (GFGS C11.3.5 and C11.3.6)
- Prepare a monthly report on applied and disposed pesticides and submit it to IMA-E
- Notify German authorities (Bundes Forstamt) in case of accidents involving wild animals
- Ensure that German authorities (Bundes Forstamt) are informed when threatened and endangered species hinder military operations and consider possibilities to enable military operations and prevent damages to those species (e.g. relocate ants or nests)
- Keep the following documents in accordance with EMS procedure #EMS\_PBH\_09:
  - o Records of pesticide applications (DD Form 1532-1)
  - o Integrated Pest Management Plan
  - o Inventory of all items in storage, including items awaiting disposal, and display it in a readily visible location in the pesticide storage area

**The DPW Roads and Grounds / Environmental Health Technicians will:**

- Maintain their Personal Protective Equipment (PPE) in a ready-to-use and hygienic condition
- Inform the DPW Roads and Grounds / Pest Management Coordinator of any deficiencies regarding PPE
- Evaluate which pesticide to apply in case of vermin infestation, through an inspection of the facility



- Provide verbal information or a flyer to affected parties on how to avoid the infestation of vermin by changing living habits
- Apply pesticides or further measures to prevent vermin infestation to facilities, when necessary

**The Garrison Golf Course / Certified Pest Applicators will:**

- Request assistance concerning the application and disposal of pesticides and Personal Protective Equipment (PPE) for pesticides from the DPW Roads and Grounds / Pest Management Coordinator
- Provide monthly information on the pesticides in use and those which are awaiting disposal to the DPW Roads and Grounds / Pest Management Coordinator

**The DPW EMO / Chief will:**

- Ensure that funding for projects of this media area is requested
- Provide oversight on the media area “Pest Management”

### **2.2.13. Historical and Cultural Resources**

**The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required

**The DPW EMO / Environmental Engineer will:**

- Initiate projects to prepare and update the Historical and Cultural Resources Management Plan in accordance with GFGS requirements
- Keep the Historical and Cultural Resources Management Plan in accordance with EMS procedure #EMS\_PBH\_09
- Initiate a project to conduct an inventory for present historical and cultural resources
- Provide oversight and expertise within the USAG Baumholder during the initiation of projects that might affect the present historical and cultural resources
- Immediately notify the German Cultural Protection Authorities, if protected monuments are damaged and the damage could endanger their historical value (GFGS C12.3.8.1)
- Apply for a permit from the German Cultural Protection Authority in case of required modifications of protected historic or cultural resource (GFGS C12.3.9)

**The USAG facilities initiating projects that might affect the present historical and cultural resources at the USAG Baumholder will:**

- Consider present historic and cultural resources at the USAG Baumholder prior to initiation of projects
- Initiate notification of the DPW EMO and DPW Real Property / Chief if protected monuments are damaged and the damage could endanger their historical value (GFGS C12.3.8.1)
- Notify the DPW EMO and DPW Real Property / Chief in case of required modifications of protected historic or cultural resource (GFGS C12.3.9)

#### **2.2.14. Natural Resources**

##### **The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required

##### **The DPW EMO / Environmental Engineer will:**

- Initiate projects to prepare and update the Integrated Natural Resources Management Plan in accordance with GFGS requirements
- Keep the Integrated Natural Resources Management Plan in accordance with EMS procedure #EMS\_PBH\_09
- Initiate surveys for endangered or threatened species
- Provide oversight and expertise within the USAG Baumholder during the initiation of projects that might affect the present natural resources
- Coordinate with Federal Forestry Office regarding Natural Resources Issues
- Coordinate with the ITAM Program Managers for Natural Resources Issues

##### **The USAG facilities initiating projects that might affect the present natural resources at the USAG Baumholder will:**

- Consider present natural resources at the USAG Baumholder prior to initiation of projects

##### **The DPW Buildings and Grounds Personnel will:**

- Implement the requirements of the Integrated Natural Resources Management Plan

#### **2.2.15. PCB/Ts**

The installation of the USAG Baumholder is considered to be PCB free. DPW Utilities / Electrical Technician will keep the “PCB documentation of analysis and disposal of transformers and insulating- and thermal transfer oil” in accordance with EMS procedure #EMS\_PBH\_09.

#### **2.2.16. Asbestos**

##### **The Director of Public Works will:**

- Appoint an Asbestos Program Manager (APM) as the single point of contact for all asbestos-related activities (GFGS C15.3.1.1)

##### **The Chief of the DPW EMO will:**

- Ensure that funding for projects of this media area is requested
- Initiate the preparation and implementation of the Asbestos Management Plan (GFGS C15.3.1.2)

**The DPW EMO / Environmental Engineer Technician will:**

- Be designated as the Asbestos Program Manager (APM)
- Provide environmental oversight and expertise on the preparation and implementation of the Asbestos Management Plan within the USAG Baumholder (GFGS C.15.3.1.2)
- Provide asbestos survey results to activities/contractors prior to the planning or anticipation of work, upon request
- Inspect areas where demolition, renovation, and maintenance (DRM) work of asbestos-containing material is performed
- Maintain and update the asbestos database with current data provided by the contractors/activities performing DRM work
- Prepare an instruction sheet for ACM handling
- Keep the following documents in accordance with EMS procedure #EMS\_PBH\_09:
  - o all asbestos files, including the management plan, survey results,
  - o asbestos database, and
  - o instruction sheets for ACM handling

**The DPW EMO / Environmental Protection Specialist will:**

- Provide assistance to comply with disposal requirements for asbestos-containing material, if needed (GFGS C 15.3.4)

**The USAG contractors/activities conducting DRM work where asbestos-containing material is present will:**

- Request asbestos survey results from DPW EMO / Environmental Engineer Technician prior to planning or anticipation of work
- Ensure that all required precautionary measures are taken to perform DRM work (GFGS C15.3.2.13)
- Request assistance from the DPW EMO / Environmental Protection Specialist, if needed, to ensure the proper disposal of asbestos waste (GFGS C15.3.4)
- Provide information on asbestos abatement work to the DPW EMO / Environmental Technician

**The DPW Buildings and Grounds / Chief will:**

- Develop a work plan, prior to undertaking demolition and reconstruction work on structural installations and prior to removing ACM from buildings or equipment (GFGS C15.3.2.6.1)
- Provide the written assessment to DPW EMO / Environmental Engineer Technician
- Ensure that medical monitoring, PPE determination, and health issues related to potential ACM exposure will be addressed to the appropriate DoD medical authority prior to beginning work performed by in-house personnel (GFGS C15.3.2.3).
- Report to the Gewerbeaufsichtsamt planned asbestos abatement work prior to execution

- Initiate the appropriate removal of asbestos prior to the start in-house work to be performed by DPW Buildings and Grounds Personnel

**The DPW Utilities/ Mechanical Engineering Supervisor will:**

- Initiate the appropriate removal of asbestos prior to the start in-house work to be performed by DPW Utilities / Personnel

**The USAG Baumholder Unit Motorpools / Foremen will:**

- Check that contractors/activities conducting work on brake systems and clutches have SOPs for the handling or disposal of asbestos containing materials

## **2.2.17. Radon**

**The DPW EMO / Environmental Engineer Technician will:**

- Initiate radon mitigation projects, including related testing
- Provide radon survey results, upon request
- Provide information to affected parties on environmental, health and safety issues regarding radon
- Coordinate appointments between affected parties and the contractor assigned to perform radon mitigation measures
- Control the radon mitigation process
- Keep all documents related to radon mitigation in accordance with EMS procedure EMS\_PBH\_09
- Update the radon database with the obtained radon mitigation documents
- Ensure compliance with health and safety requirements

**The DPW EMO / Chief will:**

- Review work plans and reports on radon mitigation and provide comments and corrections to affected parties
- Ensure that funding for projects of this media area is requested

## **2.2.18. Lead-Based Paint**

**The DPW EMO / Chief will:**

- Ensure that the funding for projects of this media area is requested

**The DPW EMO / Environmental Engineer Technician will:**

- Develop and implement a multi-disciplinary lead-based paint hazard management program for child-occupied facilities and military family housing (GFGS C17.3.1.1)
- Manage identified lead-based paint hazards in child occupied facilities and military family housings
- Provide environmental oversight and expertise to ensure occupant and worker protection measures are taken during all maintenance, repair and renovation activities (GFGS C17.3.1.4)

- Disclose the presence of any known lead-based paint or lead-based paint hazards and provide information on lead-based paint hazard reduction to occupants of child-occupied facilities and military family housing and on how to protect family members from the hazards of lead-based paint (GFGS C17.3.1.5)

**The USAG personnel performing maintenance, repair and renovation activities in lead-based paint containing areas will:**

- Request assistance concerning protection measures during the maintenance, repair and renovation activities from the DPW EMO / Environmental Engineer Technician (GFGS C17.3.1.4), if needed
- Participate in appropriate training prior to lead based paint activities
- Ensure that no prohibited paints are used
- Ensure that lead based paint is stored and labeled as required (GFGS C17.3.1)
- Consult DPW EMO / Environmental Protection Specialist for disposal of lead-based paint in accordance with the requirements for hazardous waste (GFGS C17.3.1.4), if needed

**The DPW EMO / Environmental Protection Specialist will:**

- Provide oversight and expertise for the disposal of lead based paint in compliance with requirements for hazardous waste, if needed (GFGS C17.3.1.7)

**The USAG Baumholder Family Housing Office will:**

- Provide residents with a document that requires their signature to acknowledge that they have been informed of lead-based paint or lead-based paint hazards (GFGS C17.3.1.5)

## **2.2.19. Spill Prevention and Response Planning**

**The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required
- Initiate the preparation and update of the Spill Prevention and Response Plan
- Provide environmental oversight and expertise on the preparation of the Spill Prevention and Response Plan
- Coordinate with headquarters on matters of major spills that require reporting
- Coordinate with the DPW EMO / Environmental Protection Specialist the final disposal of spill contaminated soil

**The DPW Utilities / Mechanical Engineer Supervisor will:**

- Provide technical expertise on the preparation and implementation of the Spill Prevention and Response Plan

**The DPW Utilities / Chief / General Engineer will:**

- Provide digging permits to the engineer on duty at any time (during working hours as well as beside working hours)

**The DPW EMO / Environmental Protection Specialist will:**

- Provide environmental oversight and expertise for the implementation of the Spill Prevention and Response Plan
- Keep the Spill Prevention and Response Plan in accordance with the EMS Procedure #EMS\_PBH\_09
- Provide environmental oversight and expertise on the final disposal of spill contaminated soil
- Have oversight and provide assistance for spill clean up

**The DPW EMO / Environmental Engineer Technician will:**

- Provide awareness training to personnel in accordance with requirements specified in the Spill Prevention and Response Plan

**The USAG Hazardous Material Handling/Hazardous Waste Generating Facilities will:**

- Perform their work in compliance with the requirements specified in the Spill Prevention and Response Plan
- Follow the procedure provided in the Spill Response Plan in case of a reportable spill
- Ensure sufficient spill cleanup materials are available to clean up non-reportable spills in accordance with the red plan, otherwise notify the USAG Baumholder Fire Department

**The USAG Baumholder Fire Department will:**

- Ensure sufficient spill cleanup materials are available to clean up reportable spills
- Perform spill response drills to ensure the effectiveness of personnel and equipment (GFGS C18.3.5)
- Respond to reportable spills and properly clean the spills up
- Dispose of any hazardous waste/hazardous material through the Central Hazardous Waste Collection Point (CHWCP)
- Provide training to the USAG Baumholder Emergency Response Team on a regular basis

**The DPW EMO / Personnel will:**

- Record spills reported to the DPW EMO
- Notify DPW EMO / Chief in case of reportable spills
- Keep records of reportable spills in accordance with EMS Procedure #EMS\_PBH\_09

**The USAG Baumholder Emergency Response Team will:**

- Participate in Emergency Response Training provided by the USAG Baumholder Fire Department
- Respond to Emergency Situations as outlined in the Spill Prevention and Response Plan

**The DPW Roads and Grounds / Branch Personnel will:**

- Excavate contaminated soil when a spill occurs
- Obtain digging permits from DPW Utilities / Chief / General Engineer

**2.2.20. Underground/Above Ground Tanks**

**The DPW Utilities / Mechanical Engineer Supervisor will:**

- Provide oversight and technical expertise that UST systems are constructed and operated in accordance with generally recognized rules of technology (allgemein anerkannte Regeln der Technik) (GFGS C19.3.2.1)
- Ensure that USTs are provided with spill and overfill prevention equipment (GFGS C19.3.4)
- Ensure that USTs are provided with automatically leak detection devices (GFGS C19.3.5)
- Coordinate inspections for certification (TÜV) of the USTs (GFGS C19.3.10)
- Initiate corrective actions to remedy findings
- Initiate UST closure, if needed
- Provide information, as required, to update and maintain the tank database, such as TÜV inspections, corrective actions initiated or tank closures to the DPW EMO / Environmental Engineer and DPW Utilities / Mechanical Engineer Technician

**The DPW EMO / Chief will:**

- Ensure that funding for projects of this media area is requested

**The DPW EMO / Environmental Engineer will:**

- Maintain the tank database, including the UST inventory (GFGS C19.3.1), in coordination with the DPW Utilities / Mechanical Engineer Technician and DPW Utilities / Mechanical Engineer Supervisor
- Notify DPW Utilities / Mechanical Engineer Supervisor when TÜV certificates expire
- Update the Tank Database in coordination with DPW Utilities / Mechanical Engineer Technician
- Initiate remedial actions to rectify deficiencies identified during UST inspections
- Coordinate required corrective actions (meetings and correspondence with affected parties)

**The DPW Utilities / Mechanical Engineer Technician will:**

- Provide assistance in maintaining the tank database and provide input data
- Notify DPW Utilities / Mechanical Engineer Supervisor when TÜV certificates expire
- Prepare operating instructions, including an operational monitoring plan, a maintenance plan and an alarm plan
- Provide oversight and technical advice for UST maintenance service
- Identify the scope of work, prepare specifications, and coordinate remedial actions to rectify deficiencies identified during UST inspections

**The DPW Utilities / Pipe fitter Foreman will:**

- Perform UST maintenance services
- Perform reparation of defects found during inspections

**2.2.21. Affirmative Procurement**

**The DPW EMO / Personnel will:**

- Promote affirmative procurement programs and the practice of environmentally preferable purchasing.

**The USAG Baumholder Supply Office will:**

- Maintain catalogues that identify recycled-content products,
- Advocate the use of recycled content products by preferentially stocking these types of products.

**2.2.22. Energy Management**

**The DPW EMO / Chief will:**

- Ensure that funding for projects of this media area is requested

**The DPW Utilities / Chief / General Engineer will:**

- Be the primary point of contact for the media area “Energy Management”
- Attend the IMA-E energy management training
- Track the energy consumption to achieve the goal “Energy reduction of 35% from FY85 to FY 2010”
- Provide an Electrical Energy Contingency Plan
- Keep the Electrical Energy Contingency Plan in accordance with EMS procedure #EMS\_PBH
- Initiate and oversee the preparation of energy management data on an annual basis

**The DPW Utilities / Mechanical Engineer Supervisor will:**

- Be the alternate point of contact for the media area “Energy Management”
- Manage the technical execution of the USAG Baumholder Water and Energy Conservation Management
- Provide oversight and technical expertise on the operation and maintenance of water and energy supply systems
- Analyze in coordination with the responsible DPW Utilities / Mechanical Engineer Technician the energy consumption data and develop concepts to achieve further water and energy consumption savings
- Initiate surveys to analyze constant/stagnating or increasing water and energy consumption
- Initiate corrective actions to remedy the lack of water and energy supply systems



- Establish measures and provide funding for the implementation of developed concepts, for the initiation of surveys and for the initiation of corrective actions to achieve further water and energy consumption savings
- Attend the IMA-E energy management training

**The DPW Utilities / Mechanical Engineer Technician will:**

- Provide oversight and technical expertise on the operation and maintenance of energy supply systems
- Analyze in coordination with the DPW Utilities / Chief / General Engineer the energy consumption data and develop concepts to achieve further energy consumption savings
- Provide advice to contractors performing energy consumption surveys

**The DPW Utilities / Mechanical Engineer Technician will:**

- Provide oversight and technical expertise on the operation and maintenance of water supply systems
- Analyze in coordination with the DPW Utilities / Chief / General Engineer the energy consumption data and develop concepts to achieve further water consumption savings
- Provide advice to contractors performing water consumption surveys

**The DPW Utilities / Procurement Technician will:**

- Prepare energy management data annually
- Keep the energy management data documentation in accordance with EMS procedure #EMS\_PBH\_09
- Submit energy management data through the Head Quarters Redesigned Army Defense Utility Energy Reporting System (DUERS) Data System (HQRADDS)
- Provide summarized list of all energy consumption data to the DPW Utilities / Chief / General Engineer
- Notify DPW Utilities / Chief / General Engineer in case of constant/stagnating or increasing energy consumption data

**The DPW Utilities / Foremen will:**

- Perform operation and maintenance work on water and energy supply systems in coordination with the DPW Utilities / Chief / General Engineer
- Notify the DPW Utilities / Chief / General Engineer of damages or problems concerning the water and energy supply systems

**The DPW Utilities / Electronic Technician will:**

- Provide oversight on the Utilities Energy Monitoring Control Systems (UEMCS)
- Notify DPW Utilities / Chief / General Engineer when problems in the heating, ventilation, air-conditioning and water (HVAC) systems occur

### **2.2.23. Environmental Program Assessment System (EPAS)**

#### **The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required
- Coordinate the internal EPAS with all involved facilities of USAG Baumholder
- Provide oversight and expertise during the internal EPAS
- Review data entries in the EPAS software and provide it to IMA-E
- Discuss all findings with affected parties, select corrective actions, consider possible funding for the selected corrective actions and how the corrective actions will be accomplished (contracted or in-house)
- Initiate corrective actions to remedy EPAS findings
- Notify the EQCC Team members quarterly of EPAS findings and status of corrective actions

#### **The DPW Media Managers will:**

- Enter findings into the EPAS software
- Provide assistance for implementing corrective actions in their media areas
- Provide Environmental Compliance Officers (ECOs) working within their media area with information of EPAS findings that affects their working area
- Keep EPAS documentation affecting their media area in accordance with EMS procedure #EMS\_PBH\_09
- Check and document the current status of corrective actions for EPAS findings

#### **The USAG Units/Departments Environmental Compliance Officers (ECOs) will:**

- Implement corrective actions selected for their working area

### **2.2.24. Installation Status Report (ISR)**

### **2.2.25. Environmental Quality Report (EQR)**

#### **The DPW EMO / Environmental Engineer will:**

- Gather required information to be entered into the EQR
- Coordinate/identify with the DPW EMO / Chief the necessary information for the final submittal of EQR data
- Submit EQR data to the DPW EMO / Chief for review
- Enter the reviewed and approved EQR data into the web-based EQR database

#### **The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required
- Notify the DPW EMO / Environmental Engineer when the EQR data needs to be prepared for submittal
- Coordinate/identify with the DPW EMO / Environmental Engineer the necessary information for the final submittal of EQR data
- Review and approve EQR data to be entered into the web-based EQR database
- Submit EQR data to the IMA-E EQR main POC

#### **2.2.26. Environmental Resource Management System (ERMS)**

##### **The DPW EMO Environmental Engineer will:**

- Enter ERMS project information into the database
- Provide the database to the DPW EMO / Chief for review, when needed

##### **The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required
- Notify the DPW EMO / Environmental Engineer when the ERMS data needs to be prepared for submittal
- Review and approve ERMS data for submittal
- Take part in ERMS meeting to consider environmental progress for U.S. Army projects
- Submit ERMS data to the USAG following the ERMS meeting
- Correct ERMS data based on comments provided by the USAG Hessen and IMA-E
- Obtain ERMS data approval from the Director of Public Works and the Garrison Commander before submitting to the USAG Hessen

#### **2.2.27. Pollution Prevention**

##### **The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required

##### **The DPW EMO / Environmental Technician will:**

- Oversee the preparation of the Pollution Prevention Plan
- Provide assistance to the pollution prevention manager (contractor) as required
- Ensure implementation of the Pollution Prevention Plan
- Document the implementation of proposed Pollution Prevention Projects
- Provide environmental expertise to all USAG Baumholder units on the conservation of resources (e.g. water, energy)
- Provide environmental expertise on the replacement of hazardous materials with less hazardous materials
- Provide environmental expertise on the evaluation of waste minimization
- Provide environmental expertise on the evaluation of recycling potentials for batteries, fluorescent lights, non-hazardous wastes or solvents
- Provide environmental expertise on the evaluation and establishment of measures supporting the avoidance, prevention or reduction of waste
- Initiate projects to implement new assessed P2 Opportunities
- Maintain a hazardous materials inventory master file
- Update the hazardous materials inventory master file
- Keep the following documents in accordance with EMS procedure #EMS\_PBH\_09:
  - Pollution Prevention Plan
  - Pollution Prevention Opportunity Assessments
  - Hazardous Materials Inventory Master File

### **2.2.28. Soil and Groundwater Investigations and Remediation**

#### **The DPW EMO / Environmental Engineer will:**

- Initiate projects proposed for remediation by the U.S. Army Compliance Cleanup Database
- Provide environmental oversight and expertise on remediation projects performed in Baumholder
- Provide environmental oversight and expertise on the monitoring of Class III Yard and the landfill in Baumholder
- Provide consultancy in regard to required studies concerning the subsoil condition prior to planned construction work
- Coordinate with host nation planning agencies the results of soil and groundwater studies
- Enter remediation data into the AEDB-CC database
- Provide the database to the DPW EMO / Chief for review, when needed
- Keep the following documents in accordance with EMS procedure #EMS\_PBH\_09:
  - o Remediation files
  - o Soil and Groundwater Investigation Documentation

#### **The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required
- Notify the DPW EMO / Environmental Engineer when the remediation data needs to be prepared for submittal
- Review and approve remediation data for submittal
- Submit the remediation data to the USAG Hessen
- Correct remediation data based on comments provided by the USAG and IMA-E

### **2.2.29. Environmental Reviews**

#### **The DPW EMO / Environmental Engineer will:**

- Perform environmental reviews (ERs) for projects the DPW EMO is involved in, prior to project design
- Provide assistance to prepare ERs for projects proponents other than the DPW EMO, prior to project design
- Provide ER results to the DPW EMO / Chief

#### **The DPW EMO / Chief will:**

- Request funding for projects within this media area, as required
- Receive a list with all planned projects contained in the annual work plan from the DPW Budget Section
- Analyze which of the proposed projects may have an impact to the environment
- Review ER results obtained by the DPW EMO / Environmental Engineer
- Review the project design

- Notify the affected facility in case an ER was not performed prior to project design

**The DPW Budget Section will:**

- Provide a list with all planned projects contained in the annual work plan to the DPW EMO / Chief

**All USAG Project Proponents will:**

- Perform an ER for all their projects prior to the project design in accordance with IMA-E guidance memorandum
- Provide ER results to the project design engineer for consideration in the planning process
- Provide the project design to the DPW EMO / Chief for review

## LIST OF APPENDICES

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## **APPENDIX A**

### **List of Media Areas**

## **List of Media Areas:**

1. Air Emissions
2. Drinking Water
3. Wastewater
4. Hazardous Materials
5. Hazardous Waste
6. Solid Waste
7. Medical Waste
8. POL Management
9. Environmental Noise
10. Pesticides
11. Historical and Cultural Resources
12. Natural Resources
13. PCB/Ts
14. Asbestos
15. Radon
16. Lead-Based Paint
17. Spill Prevention and Response Planning
18. Underground/Above Ground Tanks
19. Affirmative Procurement
20. Energy Management
21. Environmental Program Assessment System (EPAS)
22. Installation Status Report (ISR)
23. Environmental Quality Report (EQR)
24. Environmental Program Requirements (EPR)
25. Pollution Prevention
26. Soil and Groundwater Investigations and Remediation
27. Environmental Reviews



## **APPENDIX B**

### **List of Positions involved in Organization of Media Areas**

Media Area	Media Manager	Position	Name
Air Emissions	Yogendra Patel	DPW Utilities / Mechanical Engineer Supervisor	
		DPW Utilities / Mechanical Engineer Technician	Mr. Mensch
		DPW Utilities / Pipefitter Foreman	Mr. Geibel
		DPW Utilities / Air-conditioning, Refrigeration & Kitchen Equipment Foreman	Mr. Hoffmann
		DPW EMO / Chief	Dominic Mutinda
	Kai Weber	DPW EMO / Environmental Engineer	
		Gas Station Operator (AAFES) / Supervisor	N/A
		Gas Station Operator (DESC capitalized gas stations) / Supervisor	N/A
		USAG Baumholder / Unit Gas Station Strassburg Casern / Supervisor	N/A
		USAG DOL / Property Book Officer	Mr. Crews
		DPW Buildings and Grounds / Chief	Ms. Schummel
Drinking Water	Kai Weber	DPW EMO / Environmental Engineer	
	Mr. Schneider	DPW Utilities / Chief / General Engineer	
		DPW EMO / Chief	Dominic Mutinda
		DPW Utilities / Mechanical Engineer Supervisor	Yogendra Patel
		DPW Utilities / Mechanical Engineer Technician	Mr. Moersdorf
		DPW Utilities / Water Distribution Systems Foreman	Mr. Poes
		DPW Utilities / Plumber Shop Foreman	Mr. Mueller
		DPW Utilities / Drinking Water Treatment Plants Foreman	Mr. Schug
		DPW Utilities / Physical Sciences Technicians	Mr. Alles & Mr. Holzapfel
		DPW / Real Property Chief	Mr. Heyd
Wastewater	Mr. Schneider	DPW Utilities / Chief / General Engineer	
		DPW EMO / Chief	Dominic Mutinda
		DPW EMO / Environmental Engineer	Kai Weber
		DPW Utilities / Mechanical Engineer Technician	Mr. Moersdorf
		DPW EMO / Environmental Engineer Technician	Daniela Boney
		DPW Utilities / Interior Waste Water Installations Foreman	Mr. Müller
		DPW Utilities / Water Distribution Systems Foreman	Mr. Poes
		DPW Utilities / Personnel	N/A

<b>Media Area</b>	<b>Media Manager</b>	<b>Position</b>	<b>Name</b>
Hazardous Materials	Birgit Sheetz	DPW EMO / Environmental Protection Specialist	
		DPW EMO / Chief	Dominic Mutinda
		DPW EMO / Environmental Engineer Technician	Daniela Boney
		DPW Utilities / Mechanical Engineer Supervisor	Yogendra Patel
		USAG Baumholder Installation Safety Office	N/A
		U.S Army Division Safety Office	N/A
		USAG Baumholder Fire Department	N/A
		USAG Environmental Compliance Officers	N/A
		USAG Baumholder Department of Logistics	
		USAG Baumholder Hazardous Materials Handling Facilities	
		Manager of Hazardous Materials Handling Facilities	
Hazardous Waste	Birgit Sheetz	DPW EMO / Environmental Protection Specialist	
		DPW EMO / Chief	Dominic Mutinda
		DPW EMO / Environmental Engineer Technician	Daniela Boney
		DPW EMO / Environmental Protection Assistant	Ingo Eichmann
		USAG Baumholder Hazardous Waste Generating Facilities	N/A
		USAG Baumholder Hazardous Waste Generating Facilities not utilizing the CHWCP	N/A
		USAG Baumholder Defense Reutilization and Marketing Office	N/A
		DPW Utilities / Mechanical Engineer Supervisor	Yogendra Patel
		USAG Baumholder Units/Departments Environmental Compliance Officers	N/A
		USAG Baumholder Department of Logistics	N/A
		U.S Army Division Safety Office	
Solid Waste	Mr. Bambach	DPW Utilities / Refuse Collection Foreman	
	Kai Weber	DPW EMO / Environmental Engineer	
		DPW EMO / Chief	Dominic Mutinda
		DPW Utilities / Refuse Collection Vehicle Operators	N/A
		DPW Utilities / SORT Coordinator	Mr. Natter
		DPW Utilities / Chief / General Engineer	Mr. Schneider
		Moral Welfare and Recreation (MWR)	N/A
		USAG Baumholder Family Housing Office	N/A

<b>Media Area</b>	<b>Media Manager</b>	<b>Position</b>	<b>Name</b>
Medical Waste	Birgit Sheetz	DPW EMO / Environmental Protection Specialist	
		Health Clinic / Waste Management Officer	CPT Morgan
		Health Clinic / HAZMAT	SSG Ross
		Health Clinic / Floor Sergeant	N/A
		Dental Clinic / HAZCOM Officer	LTC Hatley
		Dental Clinic / Medical Waste Officer	Layiwola Olusola
		Dental Clinic / Spill Team	
		Vet Clinic / HAZMAT	SGT Anderson
		Regional Medical Center Landstuhl	N/A
		USAG Baumholder Supply Office	N/A
POL Management	Mr. Crews	USAG DOL / Property Book Officer	
	Yogendra Patel	DPW Utilities / Mechanical Engineer Supervisor	
	Birgit Sheetz	DPW EMO / Environmental Protection Specialist (Involvement is part of Hazardous Materials)	
		DPW EMO / Chief	Dominic Mutinda
		DPW EMO / Environmental Engineer Technician	Daniela Boney
		USAG Units/Departments Environmental Compliance Officers	
		DPW Utilities and Corp of Engineers	Ms. Baker
Environmental Noise	Kai Weber	DPW EMO / Environmental Engineer	
		DPW EMO / Chief	Dominic Mutinda
		Public Affairs Office (PAO)	Madeleine Dwoiakowski
		Training Support Center / Chief	Mr. Larroy
Pesticides		DPW Roads and Grounds / Chief	Mr. Baumann
	Mr. Gosert	DPW Roads and Grounds / Pest Management Coordinator	
		DPW Roads and Grounds / Environmental Health Technicians	N/A
		USAG Golf Course / Certified Pest Applicators	N/A
		DPW EMO / Chief	Dominic Mutinda
Historical and Cultural Resources	Kai Weber	DPW EMO / Environmental Engineer	
		DPW EMO / Chief	Dominic Mutinda
		USAG facilities initiating projects that might affect the present historical and cultural resources at the USAG Baumholder	N/A
		DPW Real Property / Chief	Mr. Heyd

<b>Media Area</b>	<b>Media Manager</b>	<b>Position</b>	<b>Name</b>
Natural Resources	Kai Weber	DPW EMO / Environmental Engineer	
		DPW EMO / Chief	Dominic Mutinda
		USAG facilities initiating projects that might affect the present natural resources at the USAG Baumholder	N/A
		DPW Buildings and Grounds Personnel	N/A
PCB/Ts	Mr. Eisenbrandt	DPW Utilities / Electrical Technician	
Asbestos	Daniela Boney	DPW EMO / Environmental Engineer Technician	
		Director of Public Works	Mr. Baumgardt
		DPW EMO / Chief	Dominic Mutinda
		DPW EMO / Environmental Protection Specialist	Birgit Sheetz
		USAG contractors/activities conducting DRM work where asbestos-containing material is involved	N/A
		DPW Buildings and Grounds Chief	Ms. Schummel
		DPW Utilities / Mechanical Engineer Supervisor	Yogendra Patel
		USAG Baumholder Unit Motorpools / Foremen	N/A
Radon	Daniela Boney	DPW EMO / Environmental Engineer Technician	
		DPW EMO / Chief	Dominic Mutinda
Lead-Based Paint	Daniela Boney	DPW EMO / Environmental Engineer Technician	
		DPW EMO / Chief	Dominic Mutinda
		USAG personnel performing maintenance, repair and renovation activities in lead-based paint containing areas	N/A
		DPW EMO / Environmental Protection Specialist	Birgit Sheetz
		USAG Baumholder Family Housing Office	N/A
Spill Prevention and Response Planning	Birgit Sheetz		
		DPW EMO / Environmental Protection Specialist	
		DPW Utilities / Mechanical Engineer Supervisor	Yogendra Patel
		DPW Utilities / Chief / General Engineer	Mr. Schneider
		DPW EMO / Chief	Dominic Mutinda
		DPW EMO / Environmental Engineer Technician	Daniela Boney
		USAG Hazardous Material Handling/Hazardous Waste Generating Facilities	N/A
		USAG Baumholder Fire Department	N/A
		DPW EMO / Personnel	N/A
		USAG Baumholder Emergency Response Team	N/A
		DPW Roads and Grounds / Branch Personnel	N/A

<b>Media Area</b>	<b>Media Manager</b>	<b>Position</b>	<b>Name</b>
Underground/Above Ground Tanks	Yogendra Patel	DPW Utilities Supervisor Mechanical Engineer	
		DPW EMO / Chief	Dominic Mutinda
	Kai Weber	DPW EMO / Environmental Engineer	
		DPW Utilities / Mechanical Engineer Technician	Mr. Mensch
		DPW Utilities / Pipefitter Foreman	Mr. Geibel
		DPW Utilities / Personnel	N/A
		U.S Army Division Safety Office	
		DPW Utilities / Chief / General Engineer	Mr. Schneider
Affirmative Procurement		DPW EMO / Personnel	
		USAG Baumholder Supply Office	
Energy Management	Mr. Schneider	DPW Utilities / Chief / General Engineer	
		DPW EMO / Chief	Dominic Mutinda
		DPW Utilities / Mechanical Engineer Supervisor	Yogendra Patel
		DPW Utilities / Mechanical Engineer Technician	Mr. Mensch
		DPW Utilities / Mechanical Engineer Technician	Mr. Mörsdorf
		DPW Utilities / Procurement Technician	Mr. Sohns
		DPW Utilities / Foremen	Mr. Geibel, Mr. Müller, Mr. Hoffmann, Mr. Poes, and Mr. Schug
		DPW Utilities / Electronic Technician	Mr. Schmittberger
Environmental Program Assessment System (EPAS)	Dominic Mutinda	DPW EMO / Chief	
		DPW Media Managers	N/A
		USAG Units/Departments Environmental Compliance Officers	N/A
Installation Status Report (ISR)			
Environmental Quality Report (EQR)	Dominic Mutinda	DPW EMO / Chief	
		DPW EMO / Environmental Engineer	Kai Weber

<b>Media Area</b>	<b>Media Manager</b>	<b>Position</b>	<b>Name</b>
Environmental Resource Management System (ERMS)	Kai Weber	DPW EMO / Environmental Engineer	
		DPW EMO / Chief	Dominic Mutinda
Pollution Prevention	Daniela Boney	DPW EMO / Environmental Engineer Technician	
		DPW EMO / Chief	Dominic Mutinda
Soil and Groundwater Investigations and Remediation	Kai Weber	DPW EMO / Environmental Engineer	
		DPW EMO / Chief	Dominic Mutinda
Environmental Reviews	Kai Weber	DPW EMO / Environmental Engineer	
		DPW EMO / Chief	Dominic Mutinda
		DPW Budget Section	N/A
		USAG Project Proponents	N/A